

# **NOTICE OF COMMENCEMENT INSTRUCTIONS**

## **REQUIRED FOR ALL PERMITS IF VALUE EXCEEDS \$2,500**

**PERMITS THAT REQUIRE NOTICE OF COMMENCEMENT:** Each permit that is pulled, including sub-permits and revisions, with a value (not permit fee) of more than \$2,500. This means that one project may have several notice of commencement forms files.

**WHO FILES:** Property owner or agent. Property owner's notarized signature is required on forms (Ref. F.S. 713.13).

**FORMS:** Are available at the Building Department. The forms must be completely filled out, and must be notarized before taking to the County Clerk's office. Please also take a self-addressed, stamped envelope with the Notice of Commencement (for the return of the recorded document).

**WHERE TO FILE:** The Lester Building, 530 Whitehead Street. First floor, all the way in the back. Hours are 8:30 AM to 5:00 PM.

**COST:** \$10.00 for one page, \$8.50 for each additional page.

**WHAT TO SHOW THE BUILDING DEPARTMENT:** Before calling for the first inspection for each permit, a receipt and copy of notice of commencement, or the recorded notice of commencement, must be presented to the Building Department (the office on Simonton Street, not an inspector in the field). If this information is not on file, inspections can not be scheduled.

**NOTE:** If general contractor on project wishes to include all subs with main NOC, all sub names and permit numbers must be listed before filing at the Clerk's office. Revisions need new NOC filed if revised cost exceeds 20% of original job value.

